



REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

TIN : _____

PhilGEPS Registration Number (required prior to award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Supply, Delivery and Installation of Steel File Rack** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **April 22, 2024 at 10:00am**. A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement(notarized and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at jbperez@sbcorp.gov.ph; bac@sbcorp.gov.ph


Rowena G. Betia
BAC Chairperson


INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

| Procurement of (Name of Item/s to be procured) | |
|--|----------------|
| TECHNICAL SPECIFICATIONS (detailed) | REMARKS |
| TERMS OF REFERENCE | |
| <p>I. Name of Project</p> <p>Supply, delivery and installation of Thirty (30) Units of Steel Racks for Head office and South Luzon Group (SLG).</p> <p>II. Purpose</p> <p>The additional steel racks are intended for organizing and preserving the various files/documents maintained by different groups at SB Corporation's Warehouse in Muntinlupa City.</p> <p>III. Approved Budget for the Contract</p> <p>The Approved Budget for the Contract (ABC) is PESOS: FOUR HUNDRED TWENTY THOUSAND ONLY (Php420,000.00), inclusive of VAT and other applicable government taxes.</p> <p>IV. Technical Specifications</p> <p>The thirty (30) units of steel rack shall have the following specifications:</p> <ul style="list-style-type: none"> - Heavy-duty steel shelving racks open type with two (2) side cover - Material: All steel, fabricated in cold rolled sheets (CRS) - Number of Shelves: Eight (8) adjustable shelves including top and bottom post made of fabricated angle bar B.I. #14 feet, 1-1/2" x 1-1/2" - Dimension: 220cm (H) x 100cm (L) x 40cm (W) - Dimension shelf: 30 cm (H) - With flat bar per compartment - Thickness: Steel Gauge 22 - Color: Beige - Finish: Powder Coated with Anti-Rust | |

Protection

- Warranty: One (1) year
- Design of the steel racks is contained in Annex "A."

V. DELIVERY AND INSPECTION

1. Steel Racks must be delivered by the winning bidder within **thirty (30) calendar days** upon receipt of Notice to Proceed (NTP) to the SB Corporation's Warehouse with address No. 15 South Avenue, Embassy Village, Cupang, Muntinlupa City.
2. Actual inspection of the items will be conducted immediately upon delivery to determine their compliance with the technical specification. The SB Corp has the right to reject or return the items and cancel the corresponding Notice of Award and Purchase Order (PO) if the items delivered are found to be defective, incomplete, and non-compliant with the specifications.

VI. Terms of Payment

Payment will be processed within fifteen (15) working days upon receipt of billing with complete attachments.

VII. Liquidated Damages

Section 3.1 of the 2016 Revised Implementing Rules and Regulations – Annex D, When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the SB Corporation. Further, in case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

VIII. AFTER SALES REQUIREMENTS

The steel racks delivered by the winning bidder must have a warranty of **at least 1 year** from the date of delivery and the corresponding warranty certificate should be issued for the said items.

DELIVERY REQUIREMENT

- a) SBCorp Makati Head Office
- b) 1 lot
- c) Thirty (30) calendar days upon receipt of Notice to Proceed (NTP)

FINANCIAL OFFER:

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate **"0"** if item being offered is for free.

| PROCUREMENT OF (name of item/s to be procured) | | | |
|---|-----------------------------|----------------|---|
| Quantity (A) | Description/Brand/Model (B) | Unit Price (C) | Total Offered Quotation (A x C) |
| Php420,000.00 Tax Inclusive | | | In words _____ In figures: _____ |

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. _____

Signature over Printed Name

Mobile No. _____

Position/Designation

Email address: _____

TERMS OF REFERENCE

I. Name of Project

Supply, delivery and installation of Thirty (30) Units of Steel Racks for Head office and South Luzon Group (SLG).

II. Purpose

The additional steel racks are intended for organizing and preserving the various files/documents maintained by different groups at SB Corporation's Warehouse in Muntinlupa City.

III. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is **PESOS: FOUR HUNDRED TWENTY THOUSAND ONLY (Php420,000.00)**, inclusive of VAT and other applicable government taxes.

IV. Technical Specifications

The thirty (30) units of steel rack shall have the following specifications:

- Heavy-duty steel shelving racks open type with two (2) side cover
- Material: All steel, fabricated in cold rolled sheets (CRS)
- Number of Shelves: Eight (8) adjustable shelves including top and bottom post made of fabricated angle bar B.I. #14 feet, 1-1/2" x 1-1/2"
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- Color: Beige
- Finish: Powder Coated with Anti-Rust Protection
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